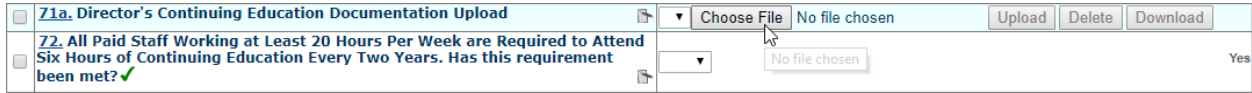


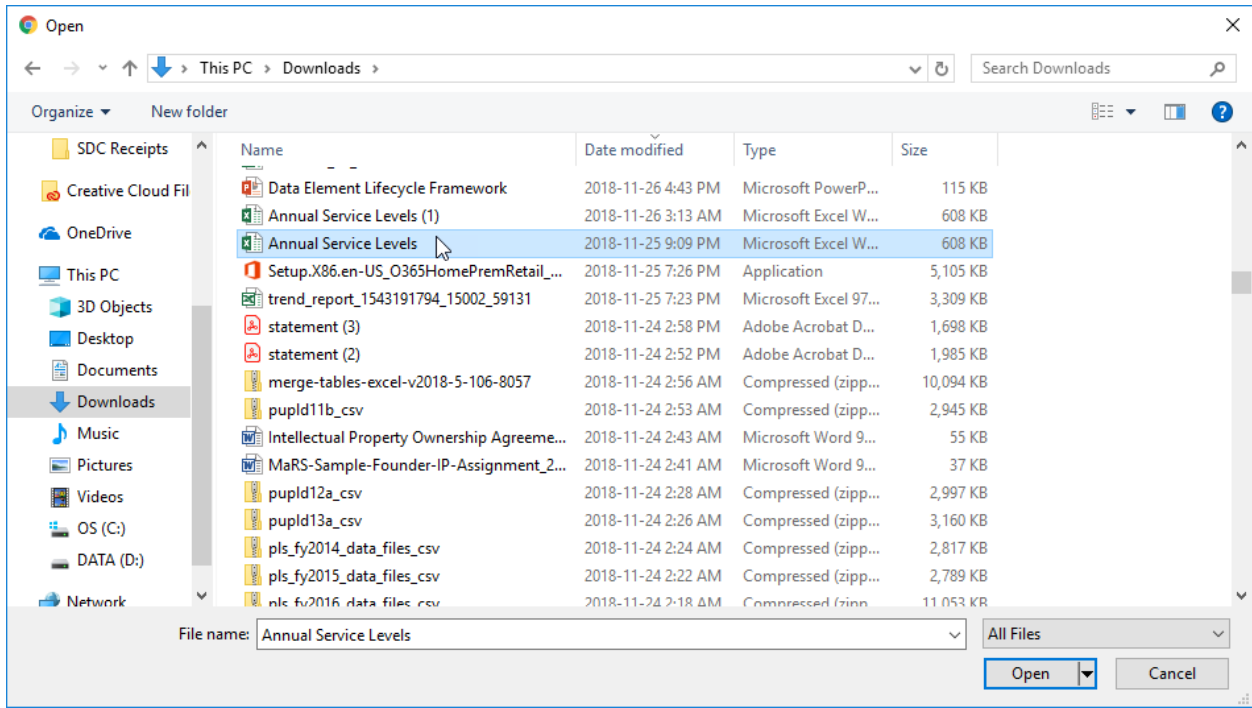
Uploading / Downloading Files

Question # 71a - Director's Continuing Education Documentation Upload

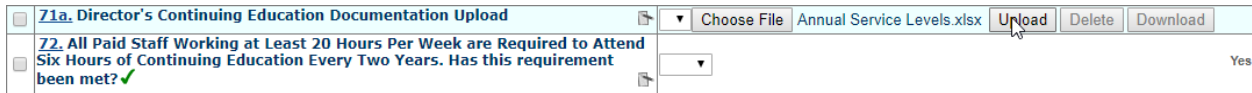
Step 1: Select the Choose File button to trigger the Open window to pop-up which enables you to select files from your local computer to upload.



Step 2: Once the Choose File button is selected, you will see a pop-up that looks similar to the one below. Here you can select the location within your computer where the file you want to upload exists, then once selected, click on the Open button at the end of the dialogue box to select it for uploading.



Step 3: Once the file has been selected and opened from your local computer, you can now Upload the file by selecting the Upload button.



Once the file has been uploaded you will see it in the drop-down menu associated with the question. You can repeat the steps above if you want to upload another file.

Once the file(s) have been uploaded you have the option of Downloading them. To do this, select the file from the drop-down menu and then select the Download button. If you have uploaded more than one file you can Download All.

